

Momentum Privacy Policy | Effective September 2015

Summary

We are committed to protecting your privacy. For this reason we provide this notice explaining our online information practices, the way your information is collected and used, and your access to this information. We will only use the information that we collect about you lawfully, in accordance with the UK Data Protection Act 1998.

To make this notice easy to find, we make it available on our home page and at every point where personal information may be requested.

By using our website or by registering with us in other ways (either for a specific programme or in general) you acknowledge that you have read the terms of this privacy policy and that you consent to the collection of information from you and use of such information as described in this policy. You are also agreeing to the terms of use policy also shown on the home page.

Who we are

In this privacy policy references to 'Momentum', 'we', 'us' and 'our' are to Momentum World Community Interest Company. References to 'our website' or 'the website' are to www.momentumworld.org, www.youthmomentum.co.uk, www.youthmomentum.com, www.momentumworld.org.uk references to 'our work' or 'our services' are to the Momentum World programme, Momentum international youth network and other projects and services described on our website or in our printed materials.

Under the Data Protection Act 1998, Momentum World CIC is classified as a 'Data Controller'. This means that we determine what personal information about you is collected and how it will be used.

If you have any comments or queries in relation to our privacy policy or the security of our website, please contact us by email at info@momentumworld.org or by writing to: Company Secretary, Momentum World CIC, 22 Narbonne Avenue, London SW4 9BS, UK.

Our commitment to privacy

We are committed to providing a safe and private online and offline environment for the services we provide. Any information you provide us with is kept in confidence. We do not use your information for any purposes not directly related to our work as described on our website or elsewhere.

The information we collect

In order to provide our services we collect, use and retain personal and demographic information including your name, address, mobile telephone number, email address, and other details pertinent to our work. We collect this information by means of the registration forms on our website or on- or offline registration forms for specific events and programmes. Completion of these forms is voluntary. We may also ask for information such as your gender, date of birth or ethnicity, in order to ensure that our

services are being directed towards appropriate people and to monitor equal opportunities. We will make every effort to ensure that all the information we hold is accurate, relevant and up to date.

The way we use information

The information we collect from you is held on our database. We use the information in the following ways:

1. To help us communicate with you via email, telephone or ordinary post.
2. To send you a welcome email when you register on our website.
3. To send you our newsletter and other information relevant to our work.
4. To manage and monitor our international youth network.
5. To monitor equal opportunities.
6. To facilitate entry to Momentum's programmes and projects, and to monitor the progress of participants on these programmes and projects.
7. To identify suitably skilled or qualified professionals who may be interested in joining our teams in delivering training or other events, or working with us in other ways.
8. To identify potential partner organisations and to communicate with actual partners.
9. To conduct project or other evaluation exercises, in order to report impact and improve the quality of our services.
10. To conduct occasional surveys, including market research, or to collect anecdotal evidence relevant to our work.
11. To support any reasonable day to day operations of Momentum

Sharing information

We do not sell, rent, share, or otherwise disclose personally identifiable information with any other organisations or individuals without your permission. The only exception to this rule is as described in our Legal Disclaimer (see below). We may share reports based on our evaluations or research with third parties. Such reports will never contain personally identifiable information. We do not allow other external organisations access to our mailing lists, or to send out information on our behalf.

Cookies

Our website may use cookies. Cookies are small data files sent to your internet browser, which are stored on your computer's hard drive and subsequently retrieved if you visit the website again. These cookies enable the website to recognise you and any preferred technical settings you have made, and thus to operate more efficiently and provide you with a better experience on any return visit. You can set your Internet browser to reject cookies: however, if you do so, some functions of the website may not work properly.

Log data

Like most other websites, we also gather certain information automatically and store it in log files. This information may include internet protocol (IP) addresses, browser type, internet service provider (ISP), referring / exit pages, operating system, date / time stamp, and "clickstream" data. We use this information to analyse trends, to administer the website, to track visitors' movements around the website and to gather demographic information about our visitors in general. We do not link this automatically-collected data to any personally identifiable information and we do not pass it on to third parties. However this information may be used in extreme circumstances by legal authorities for anyone breaching the terms of use policy.

Confidentiality and security precautions

When we receive your personal information we aim to hold it securely within our systems and we take all reasonable measures to prevent the loss, misuse or unauthorised alteration of the information under our control. All employees and data processors who have access to, or are otherwise associated with, the processing of personal data on our behalf, are obliged to respect the confidentiality of such data. However, no data transmission over the Internet can be absolutely guaranteed to be secure. Consequently we cannot absolutely guarantee the security of any information you transmit to us, and you do so at your own risk.

Other sites

Our website may contain links to other sites which are not owned or controlled by us, and whose policies may differ from ours. We are not responsible for the privacy policies or practices or the content of such websites or for the privacy policies and practices of third parties. We advise you to be aware when you leave our website and to read the privacy statements of any other website that may collect personally identifiable information.

Your right of access to your personal information

You have the right to find out what information we keep about you. To do this, please send us a written request by email or by post to the address shown above. We will answer your request within 30 days, although we may require you to pay a £25 administration charge for this service. In this case, the 30-day period for processing your request will start after we receive your payment. To maintain security we may also require proof of your identity. We allow you to challenge the accuracy of any data that we hold about you and, where appropriate, you may request that data we hold be corrected or deleted, as necessary.

Changes to your information, cancellation or opting out

If your personal information changes, or you wish to opt out of selected services, you should notify us by email, post or telephone and we will update our records. We give you the option to unsubscribe from our newsletter by clicking the 'unsubscribe' button that appears on each newsletter. If you no longer desire our services at all and wish to be removed from our mailing lists, you should contact us by email or post at the address shown above: we will undertake to remove all your personally identifiable information from our database; we will retain only such information as is necessary for statistical purposes (for example, in order to be able to keep records of the number of people who have participated in our programmes).

Changes to this privacy policy

We reserve the right to change this privacy policy at any time. We will normally post details of any changes on our website 7 days before the changes take effect, unless urgent circumstances require us to change the policy immediately. If we make substantive changes to this policy, we will notify you via this statement, by email, or by means of a notice on our home page.

Legal Disclaimer

Your personal data will not normally be disclosed to any third party, government institution or other authority. However, we reserve the right to disclose all or any information collected through our website, including your personally identifiable information, if so required by law or in exceptional circumstances such that we consider it necessary and appropriate in order to protect someone from suffering serious harm or injury, or when we believe that disclosure is necessary to protect our rights: in which case we may pass on your data to an appropriate and responsible authority. You consent to our using any personal data that you provide in this way.